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August 8, 1991

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Mr. William F. Lynch, III
Supervisor, Records Management
Philip Morris Management Corp.
120 Park Avenue, 17th floor
New York, New York 10017

Deletion of Records Retention Schedules

Dear Bill:

I have been advised by Gladys Torres in Business Planning that the following two Philip Morris U.S.A. records retention schedules should be deleted: **"Finance & Administration –Finance & Planning, Directorate"** and **"Finance & Administration – Finance & Planning – Business Planning & Analysis."** As these departments have undergone reorganizations, their retention schedules and the record category codes found thereon are thus no longer in effect.

Please note that once the position of Director of Business Planning is filled, a retention schedule will need to be developed for this department's records.

If you have any questions, please do not hesitate to contact me.

Best regards,

Arthur

Arthur J. DeBaugh

cc: Richard G. Reid, Esq.
Ms. Gladys Torres

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AUG 15 1991
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